

## Tips & Tricks to Completing the OGE 450

**Carefully considering these items when completing your form will speed the review process by DSCA/OGC and decrease the need to contact you for clarification.**

1. Ensure you've signed in the proper place and dated the form (if report is annual, date cannot be before 1 October)
2. Ensure your supervisor signs and dates the form
3. PART I:
  - a. Report all sources of non-federal income meeting the threshold criteria noted on the form (spousal income, investments, etc.)
  - b. Do NOT report USG savings bonds, Active Duty Retirement Pay, spousal income from another federal agency
  - c. If reporting a mutual fund, please provide the family and fund names (e.g., Aim Summit)
  - d. If reporting a variable annuity, please provide the family and fund name for the underlying investment
  - e. If reporting rental income, please indicate the location of the property and, if there's a mortgage, please report the mortgage in Part II. If there is no mortgage, please annotate (e.g., "no mortgage")
  - f. If reporting stocks, please list the full stock name. Stock holdings are checked against the DoD contractor's list and many large corporations have a number of varying entities (Coca-Cola is listed as well as many of the regional bottlers)
4. PART II:
  - a. Report mortgages on rental properties and list location of rental property in "Type of Liability". If there is rental income meeting the threshold listed in Part I, please list the holding in Part I. If there is no rental income or it is below the threshold, please annotate "no reportable income"
5. PART III:
  - a. Ensure that all of your outside positions are listed, whether compensated or not. These commonly, but not exclusively, include: position in a PTA, professional trade organization, part-time jobs or self-employment